



DELTA PATENTS



Training for IP Administrators

IP ADMINISTRATORS
EXAM TRAINING FOR THE
DUTCH EXAM FOR
FORMALITIES OFFICERS

DELTAPATENTS WELCOMES YOU

Why DeltaPatents?

DeltaPatents is a **patent attorney firm** based in the Netherlands with a passion for quality. We provide the highest quality advice and service to public and private companies at various stages of growth from start-up to Fortune 500. All our patent specialists have a deep technological knowledge and extensive industrial experience at companies like Philips, NXP, ASML, AstraZeneca and Shell. Through our education activities, we stay ahead in terms of law changes, case law and procedural requirements.

Our client's needs vary when it comes to patenting routes and level of support needed, and we are able to adapt to their needs and work together with local in-house support staff. This gives us a wide range of knowledge over a broad spectrum of patent procedures.

We are proud to be a leading training organisation for Patent Attorneys for over a decade, offering a complete range of training modules for the European Qualifying Examination – EPC and PCT, and various other IP subjects.

"It was a pleasure to study with such a skilled and nice instructor"

Our **blogs** keep you up-to-date on the EQE, Case law, Patent procedures, Unitary Patent and Dutch IP News.



In 2006 we started **training IP support staff**, culminating in a full training program preparing for the official Dutch Formalities Officers exam. The training modules are now offered throughout Europe.

Our training focuses on giving insight and understanding, and ensuring that the acquired knowledge can be practically applied. Unique for DeltaPatents is that we thoroughly train and guide our tutors. For our tutors, training is a profession, mastered by teamwork and frequent involvement in courses. We take feedback of attendants seriously and act on it. For us, quality and customer satisfaction are essential.

*"Education is not the learning of facts,
but the training of the mind to think"*
Albert Einstein

Through our education activities, we stay ahead in terms of law changes, case law and procedural requirements.

DeltaPatents' personal touch

We believe in teaching and treating candidates with a personal touch. You will be trained in small groups, giving ample opportunity to discuss unclear issues in more detail and get personal assistance.

Hospitality is important to us. For candidates staying in Eindhoven for a couple of days, we always organize a social event, such as a dinner or a trip to a local place of interest.

We welcome email contact with our tutors to ask follow-up questions, to clarify course materials or to report mistakes.



IP ADMINISTRATORS

EXAM TRAINING FOR

THE DUTCH EXAM FOR FORMALITIES OFFICERS

Objective

The Dutch Exam for Formalities Officers is usually held in May each year. The Exam Committee of the Platform Formalities Officers has established a list of knowledge and competences that a certified Formalities Officer is expected to have.

It is necessary to register for the exam via secretariaat@formalitiesofficers.nl and pay a fee. The fee level is lower if you are a member of the Platform FO.

In co-operation with the Platform, DeltaPatents offers a 9-day full training program in preparation of this Exam, focussing on providing the desired knowledge and competences to the participants. Our modules are:

- General Aspects Patents + Core EPC Procedures (3-day)
- PCT Procedures + Foreign systems (3-day)
- NL Patent procedure + Change of Ownership (1-day)
- Trademarks and Designs (2-day)

As from the 2014 exam, we offer an additional one-day Exam Training which focuses on giving attendants skills on dealing with the exam – how can you most effectively demonstrate your skills in the time available and score maximum marks.

Who should attend?

Anyone who intends to sit the Exam Formalities Officers and needs tips and guidance on how to tackle it.

Structure and approach

Questions and cases from previous Exams will be used for practicing during the day.

Attendants are requested to bring all reference material that they plan to take to the Exam. This way, participants can practice how to look up information quickly.

Topics included:

The Exam

- Examination Requirements
- Components of the Exam
 - Multiple choice questions
 - Open questions
- Style of questions
 - Statements in multiple choice
 - Dealing with open questions/cases
- Marking
- Overview and analysis of past exams
 - “The past is no guarantee for the future”

Preparing for the exam

- What to bring to the exam
- Organising your material
- How to find an answer fast – different approaches
- Knowing yourself
 - Strengths and weaknesses
 - Personal style and instinct
 - Keeping stress level under control

Time Management, answering questions

- Keeping aware of time
 - Answering questions under pressure
- Flexibility and decision making
 - Skipping questions
- Dealing with multiple choice questions
- Dealing with open questions, in particular long questions

Experiences of past candidates

- Approach and experiences of candidates preparing for and sitting the Exam
 - Studying during the course
 - Studying and preparing before the exam
 - Approach at the exam
 - What to do different

Practicing the exam

- For each course module on which the exam had a question, we will deal with at least one question
 - Analysing the question: which legal system is the question about, where are you in the process, what is the core of the question
 - Several different approaches will be tried to find the answer fast; which one works for which legal system and which type of question

Training material

Attendants are requested to bring all reference material that they plan to take to the Exam.

Training material that will be provided:



- **Overhead sheets** used during the presentation.



- A selection of questions from previous **Exams** will be used to practice

Full program for the Dutch exam

The full program for IP Administrators, preparing for the Dutch exam, consists of the following modules:

- General Aspects – Core EPC Procedures - € 1.278
- PCT Procedures – Foreign Systems - € 1.278
- NL Procedures – Changes of Ownership - € 426
- Trademarks & Designs - € 852
- Exam Training - € 426
- Full program (9 days) - € 3.834
- Full program (10 days, incl. Exam Training) - € 4.260
- Registration fee € 65

Time schedule

| | |
|-----------------------|--|
| • 11-12 October 2021 | General aspects. – Core EPC Procedures |
| • 1-2 November 2021 | Core EPC Procedures |
| • 22-23 November 2021 | Core EPC Procedures |
| • 13-14 December 2021 | PCT Procedures |
| • 17-18 January 2022 | PCT Procedures |
| • 7-8 February 2022 | PCT Procedures – Foreign Systems |
| • 7-8 March 2022 | NL Procedures – Changes of Ownership |
| • 28-29 March 2022 | Designs |
| • 11-12 April 2022 | Trademarks |
| • 9 May 2022 | Exam Training (1 day course) |



In 2021 (and 2022) we offer online training

With the Covid-19 crisis still going on and not knowing how the situation will develop in the upcoming months, we have decided to offer our courses as online training, using video sessions with the WebEx system. For the video sessions, we will use WebEx, which we used last year also for the training, preparing for the Exam in 2022.

With this system you can interact with the tutor and the other candidates, ask questions and give answers to the questions of the tutor.

It requires you to have a system with internet connection, a microphone and a speaker (you may wish to consider a headset); preferably you use a laptop or other computer, but WebEx is also available on smartphones and tablets.

For the online training we have divided the topics to be presented in blocks.

Each course day will be split in two and will be scheduled on Monday and Tuesday mornings from 09.00 to 12.30 hrs. Except the Exam Training, this is scheduled on Monday from 09.00 till 17.00 hrs.

Course date

The course will be held **9 May 2022**.

Course language

The material will be provided in English. Tuition will be in English (or Dutch if all participants agree).

Attendance limited to 20

This limitation will give participants the opportunity to thoroughly discuss all the issues covered by the course program.

Registration

The price for this 1-day training is € 426. Registration for this module is possible ultimately until **4 April 2022**.

Members of the Dutch Platform Formalities Officers receive a reduction of 10%.

Prices include tuition, course materials, refreshments and lunch. A registration fee of € 65 is charged for each booking. For a company booking of several courses at the same time, only one administrative fee of € 65 will be charged. All prices are exclusive of VAT (currently 21%).

Please use the enclosed registration form to enrol and send it to us by email or fax. You may also register online: www.deltapatents.com.




Training locations

We do not only provide training in our base in Eindhoven, the Netherlands, but many of our training modules are available at several locations in Europe to minimize your travel costs.

In-house training

All courses can also be given in-house. If required, a module can be tailored to your local organizational needs. Please contact us if you are interested in inviting us to your office.



**“THIS TRAINING
MADE ME FEEL
MORE CONFIDENT
ABOUT SITTING
THE EXAM.”**



Diane Tweedlie



Jelle Hoekstra

Meet the Tutors

- **Diane Tweedlie** is tutor for Pre-Exam, Main Exam Paper D and IP Administrators' courses. She is a European Patent Attorney in the field of Mechanical Engineering.
- **Jelle Hoekstra** is a founding partner of DeltaPatents, and an experienced tutor. He has been involved with Intellectual Property for more than 20 years in industry and private practice. He is a European Patent Attorney and author of several books on the EPC.



Lea Wijnen

Contact

For more information please visit the DeltaPatents website (www.deltapatents.com) or contact Lea Wijnen at DeltaPatents (training@deltapatents.com).



REGISTRATION FORM

You may register by **fax** + 31 40 2366708 **mail** DeltaPatents B.V., Fellenoord 370, 5611 ZL Eindhoven, the Netherlands
website www.deltapatents.com **email** training@deltapatents.com

name

how many years of experience in field of patents?

all round IP Administrator?

yes/no

company

company address

private address (town)

office address (town)

billing-address (if different), including email address and phone number

purchase order

VAT-number

tel. no.

e-mail address

member Platform FO

yes/no

A registration fee of € 65 is charged for each booking. If more than one course is booked at the same time, only one administrative fee of € 65 will be charged. All prices are exclusive of 21% VAT. No VAT will be charged if a VAT-number is provided on this form.

1-day

Date: 9 May 2022

Price € 426

Exam Training

Cancellation policy: please check our website (www.deltapatents.com) for our cancellation policy